IQCS User Guide

MODULE 9: TRAINING ADMINISTRATION

OVERVIEW

Welcome to the Training Administration module. In this module, we will discuss the training functions included in the Incident Qualifications and Certification System (IQCS) and how they can be used to streamline the logistics of scheduling course sessions and recording the course session results. This includes how to create a course session, course session enrollment, responder training records, and training administration.

IQCS users are not allowed to enter, edit or remove their own data on any pages, with the exception of experience records, in the IQCS application.

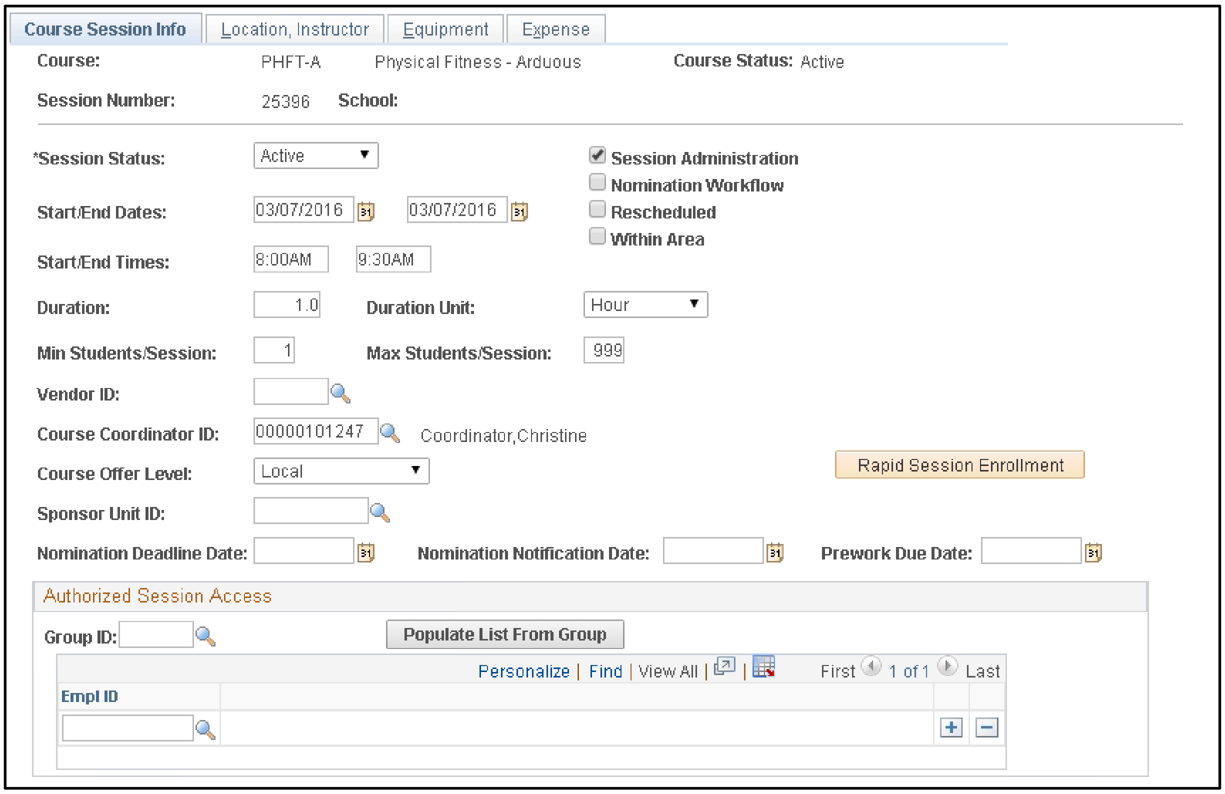
This page intentionally left blank.

TABLE OF CONTENTS

TRAINING ADMINISTRATION

IQCS has a built-in training function designed to simplify the logistics related to scheduling training course sessions and recording the results of those sessions. This includes selecting instructors and facilities for each training session; enrolling selected responders in course sessions; creating tent cards, name tags, and certificates; and documenting the results of training.

The advantage to using session administration is that the course completion will be automatically credited to the responder's competencies and training record. This eliminates the need for the users to manually input the course completion credit.



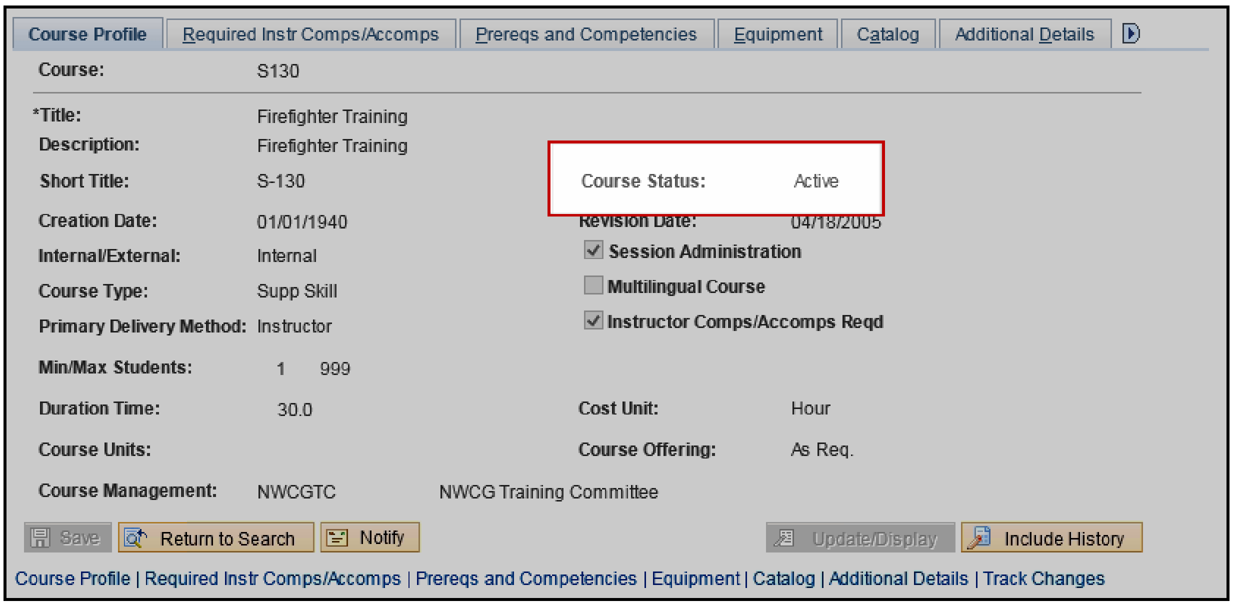
ACTIVE COURSES

If you want to use IQCS session management, a course will have to be defined on the course table as active.

All National Wildfire Coordinating Group (NWCG) courses and many agency-specific courses are loaded in the Course table in IQCS. Information specific for each course, as described in the Field Manager's Course Guide (FMCG), is also held in the Course table.

A Course Status of Active denotes an active course. An inactive course is one that is no longer in use, such as a course that has been significantly revised or given a new number.

You cannot create a session for an inactive course. The status of a course does not impact the status of the individual offering sessions of that course. Therefore, Course Status: Active does not equate to a specific course session status.

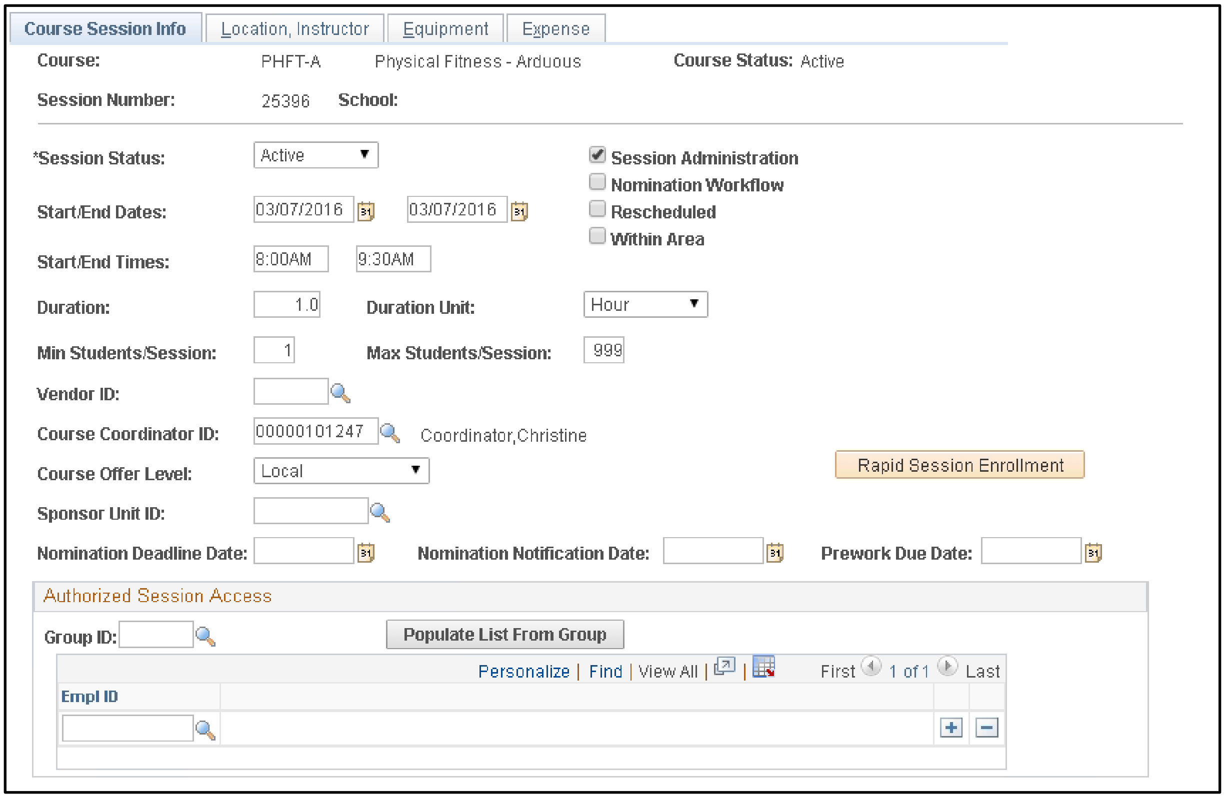


If you need to request that a course be added to the course table, please see the IQCS homepage.

USING COURSE SESSIONS

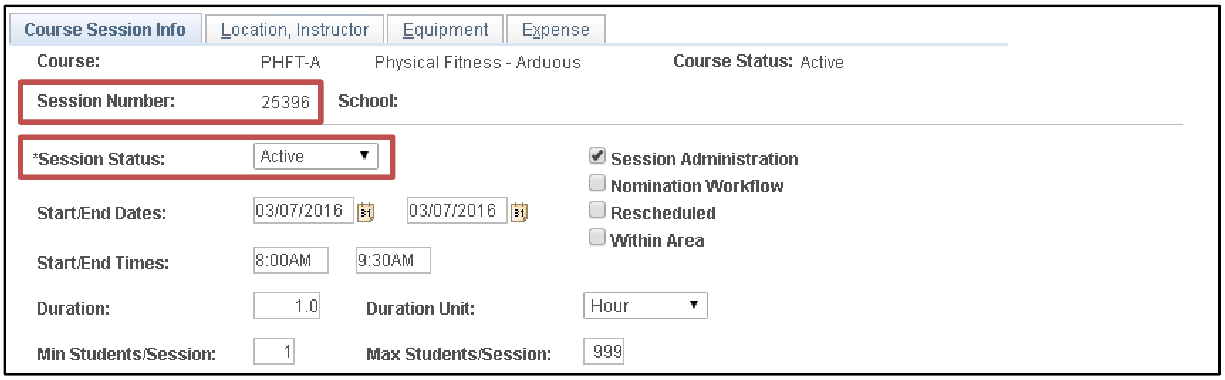
Course session management is utilized in IQCS by creating a course session from an active course, rostering students manually or through the nomination process, and completing the session. When students are enrolled into a session, their Responder Training page is updated to reflect enrollment. When the course session is complete, enrollment status is changed to Complete in the responder's training records and competencies are awarded.

You should never create a course session if you did not host the course. If a responder in your unit completed a course that has not been documented in IQCS, then add the completion of the course in the responder's training record.



CREATING A COURSE SESSION

The training officer or course coordinator schedules a course session in IQCS by adding a course session for an active course. Upon creation of the session, a session number is automatically assigned.



Each session number is unique. It is associated with the specific start and end dates of a particular offering. The system will assign a session number once you click Save. You should note the session number assigned for future use. Therefore, you should never reuse completed sessions.

When you create a course session, accept the status of Active. Students can only be enrolled in active sessions. When the course session is completed, IQCS automatically updates data for each enrollee.

INSTRUCTIONS – CREATING A COURSE SESSION

To create a course session, follow the process below.

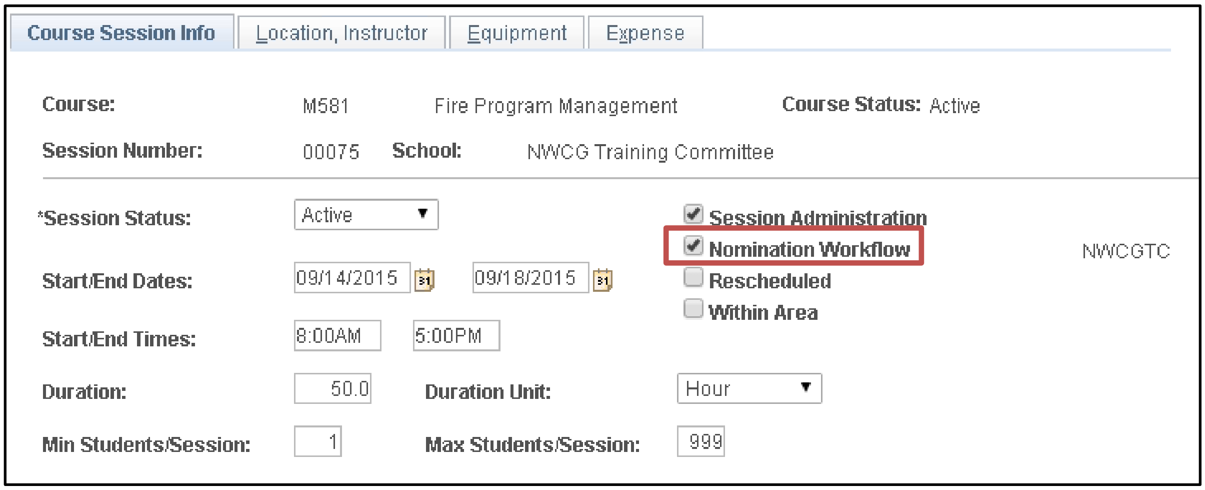
1. Navigate to **Training Administration** > **Define Course Sessions** > **Course Sessions**.
2. Select the **Add New Value** tab.
3. Enter the **Course Code** without a hyphen (e.g. S230) for the course you are creating a course session for or use the **Look Up** feature to select from a list of all courses.
4. Select the **Add** button.
5. Accept the default **Session Status** of Active.
    - **Active**. Course session is active can be managed by users with access.
6. Accept the check in the **Session Administration** checkbox.
    - When checked, IQCS administers the course session elements. Meaning the session's enrollment, instructors, reports, certificates, etc. are managed in IQCS. Responder training records and competency records updated.
    - If the box is not checked, responders cannot be enrolled nor will competency records or training records be updated.
7. Select the **Nomination Workflow** checkbox if you want to use the training nomination process built into IQCS for this course session.
    - When checked, this indicates the session is included as a choice in the nomination workflow.
    - If the box is not checked, the session will not show up in the list of courses for which a responder can be nominated.
8. Enter a **Start Date** and an **End Date** for the course session.
    - If you change the date or time of the session after your initial save, you will have to change the date and time on both the Session Information tab and on the Location/Instructor tab. If you do not change the date and time in both places you will get a Cut Session error message.
9. Select the **Rescheduled** box if you are changing session information.
    - Check the Rescheduled box only if you change session information, such as dates or times, so you know you have made changes to the original information. When you select this check box and save the page, the system changes the letter code in the student training record to *RSC* (reschedule).
10. The **Within Area** box indicates the intent to have courses taught to the local area students.
11. Enter a **Start Time** and **End Time** for the course session.
12. The **Duration** is automatically populated from the Course table and is editable. The duration unit defaults to 'Hour', which is the most commonly used value. Duration can be changed to other units of measure.
13. Enter the values for **Min Students/Session** and **Max Students/Session** that fit your session. The values of 1 and 999 have been set in the Course table in order to give the most flexibility to the system.
14. If a vendor offers the course, enter that **Vendor ID** into the **Vendor ID** field.

15. Look up and select the **Course Coordinator ID** or enter the **EmplID** of the course coordinator.
16. Select the level (coverage) of the course in the **Course Offer Level**.
17. Enter the **Unit ID** of the office sponsoring the training in the **Sponsor Unit ID** field.
18. Enter or look up the **Nomination Deadline** and the **Nomination Notification Date** when the course uses the nomination process.
19. Enter or look up the **Pre-work Due Date** when the session has pre-work required.
20. Enter a Security Group ID or any individuals **EmpID** who have session access into the **Authorized Session Access** area.
    - IQCS applies security to session management. Only those individuals with designated access will be able to make changes to session data, including enrollment, dates, and session completion. These individuals are: session creator, course coordinator, and those identified under authorized session access.
21. Select the **Save** button.
22. Note the **Session ID Number** that was created for the session after you saved the course session.

Nomination Workflow

The Nomination Workflow is a process by which IQCS is utilized to manage enrollment requests, multiple levels of prioritization and a final enrollment roster for an active course session.

To use the nominate process, the Nomination Workflow check box must be selected when you are creating a course session. This indicates the session is included as a choice in the nomination workflow. If the box is not checked, the session will not show up in the list of courses for which a responder can be nominated.

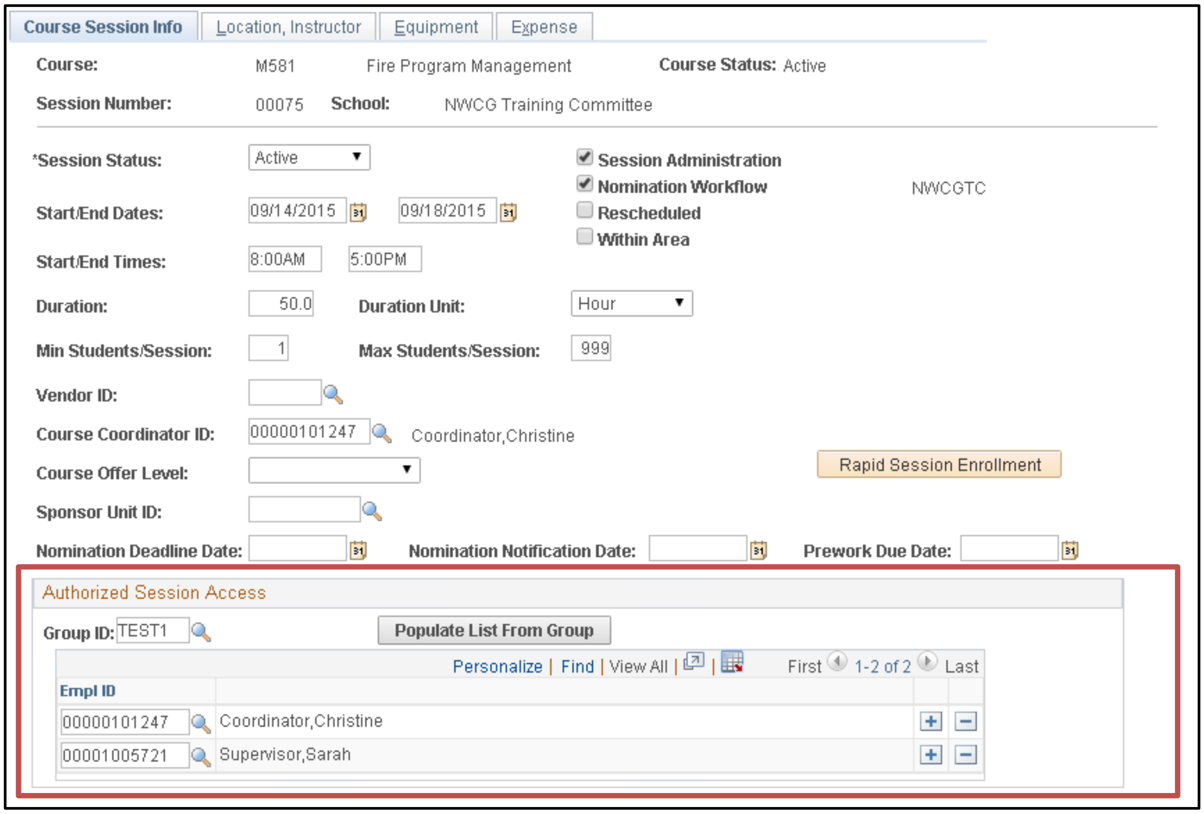


It is important to remember that the identified Max and Min Students/Session field does affect the Nomination Workflow process. If the number of enrollment requests exceeds the identified Max Students/Session number, during the Final Prioritization process, the system will automatically wait-list students who have been selected but exceed the max. The system will advise the user with the following warning message: Warning - The number of students enrolled in this session exceeds the maximum number of students specified for the session on the Course Session Table. This is a warning message only. You will not get this message using Rapid Session Enrollment or Course Session Enrollment.

Course Session Security Groups

There may be times when you want to allow a group of users access to modify a course session that you created. For instance, you could create a security group for a regional training center whose employees may all need access to all courses held at their facility.

3



Instructions – Course Session Security Groups

To accomplish this goal, you can set up a Course Session Security Group. Follow the directions below to create and populate the Course Session Security Group.

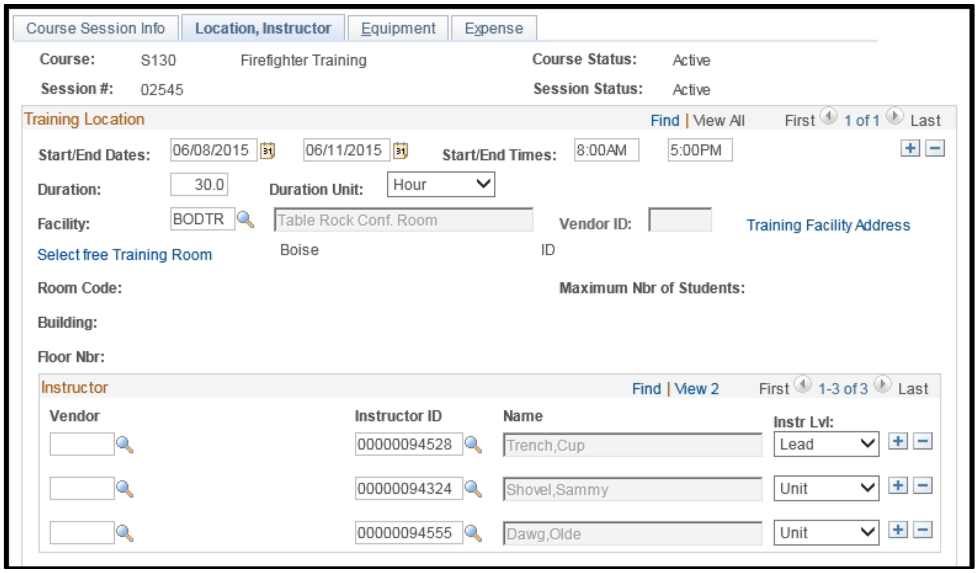
1. Navigate to **Training Administration > Define Course Sessions > Course Session Security Group**.
2. Select the **Add a New Value** tab to add your group. This is not the same group that is created in the Responder Administrative section of IQCS. This group is only for those users with security access to a course session.
3. Enter your desired **Group ID** for the group. The **Group ID** field is six (6) characters long and should be defined by you.
4. Once the group is defined, select **Course Session Security Group Members** to add the group members. Only IQCS users with an EmplID assigned to their account can be included.

To add this group to a course session Authorized Session Access, follow the following process.

1. Navigate to **Training Administration > Define Course Sessions > Course Sessions**.
2. Search for and select the desired course session.
3. Enter the Group ID and select the **Populate List From Group Button**.
4. Select the **Save** button.

Selecting Facilities and Instructors Instructions

After you create a course session, you can assign facilities and instructors to that course session.



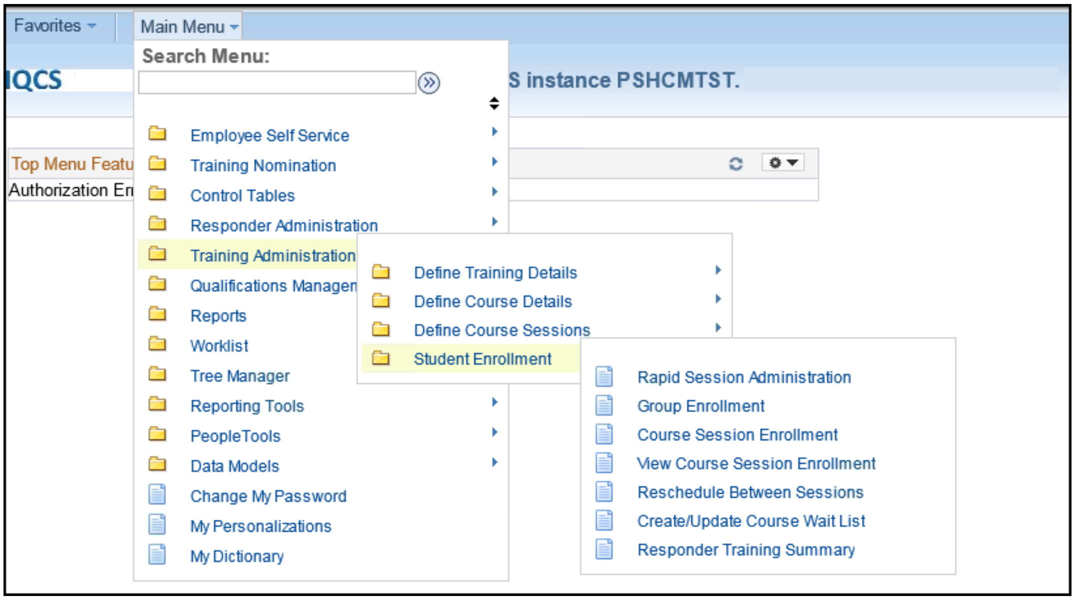
Instructions – Managing Facilities and Instructors

Follow the directions below to assign facilities and instructors to a course session.

1. Navigate to **Training Administration > Define Course Sessions > Course Sessions**.
2. Search for and select the desired course session.
3. Select the **Training Location** title bar.
4. Use the **Look Up** feature to select the facility where the training will be held. The facility name will appear in the block next to the facility code. For facility contact information, select the **Training Facility Address** link. This information is held on the Facility Table.
5. Select Training Room. The **Training Room** hyperlink will appear if rooms have been identified on the Facilities Table. Select the room where the training will be held.
    - **Note**. Training rooms with adequate seating will appear in the list.
6. Select **OK**. The page will return to the **Location, Instructor** tab.
7. If the intended instructor is from a vendor, select the **Vendor ID**; otherwise skip. Vendor information is stored in the Vendor Table.
8. Select the magnifying glass next to the **Instructor** field and select an instructor from the Instructor Table. Note that only instructors who are identified on the Instructor Table for the course will be listed to select from.
    - To search for an instructor, enter the instructor's EmplID, level at which they are teaching (unit or lead), last name, first name, or Vendor ID. To select the instructor, click on their name.
    - Only one instructor can be selected at a time. Select the **+** button to add more instructors to the session (the type of instructor, lead or unit, is designated on the Instructor Table but can be edited at this location).
9. Select the **Save** button.

STUDENT ENROLLMENT

Enrolling students in a course session in IQCS and maintaining session enrollment information will develop and maintain the course training roster. When the session is completed, those students who successfully completed a course will have the competency for the course posted to their master record.



You will not have to update a responder's record individually for courses managed within IQCS. There are multiple pathways to enroll students and maintain rosters in sessions.

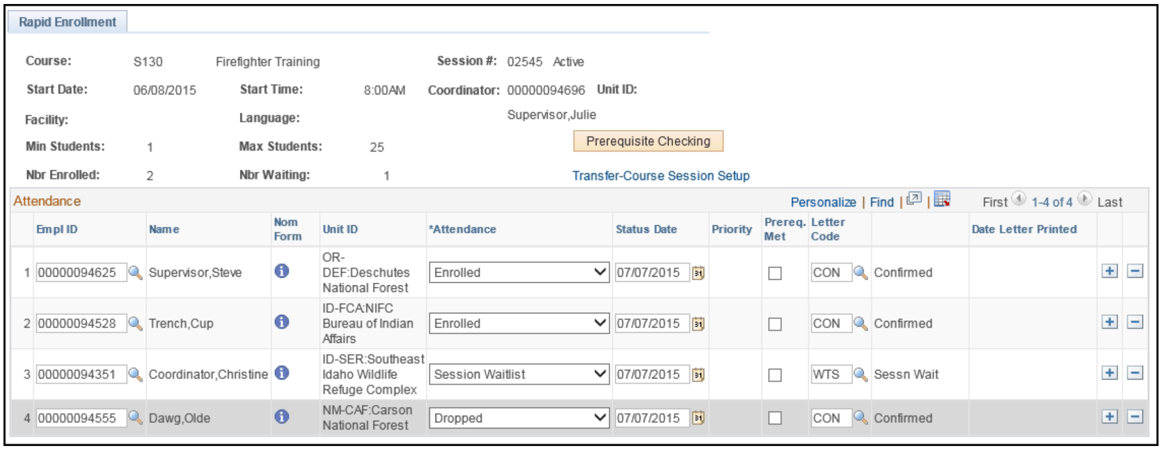
- **Rapid Session Administration** displays minimal information about the responder but allows the user to enroll a number of responders rapidly and to easily view a list of responders enrolled.
- **Course Session Enrollment** displays the most information about the responder.
- **Group Enrollment** allows user to define a Group and enroll them all at once into a session.
- **Reschedule between Sessions** allows you to move an responder's enrollment from one active session to another.
- **Create/Update Course Wait List** allows the user to create and manage course (not session) waitlists.

Session enrollment allows you to select from all responders in the database. Clicking on the magnifying glass will return the first 300 records. Obtaining basic information about your students, such as EmplID and Unit ID, is favorable for this function.

When you are enrolling courses, you should limit enrollments to under 75 students. The PeopleSoft functionality limits the success of completing large sessions.

Rapid Session Administration

Rapid Session Administration provides the capability to enroll a large number of students in a session quickly. This screen also allows you to easily see a list of students assigned to the course session.


Rapid Enrollment

Course: S130 Firefighter Training Session #: 02545 Active
Start Date: 06/08/2015 Start Time: 8:00AM Coordinator: 00000094696 Unit ID:
Facility: Language: Supervisor,Julie
Min Students: 1 Max Students: 25 Prerequisite Checking
Nbr Enrolled: 2 Nbr Waiting: 1 Transfer-Course Session Setup

Attendance Personalize | Find | First 1-4 of 4 Last

	Empl ID	Name	Nom Form	Unit ID	*Attendance	Status Date	Priority	Prereq. Met	Letter Code		Date Letter Printed
1	00000094625	Supervisor,Steve		OR-DEF:Deschutes National Forest	Enrolled	07/07/2015			CON	Confirmed	
2	00000094528	Trench,Cup		ID-FCA:NIFC Bureau of Indian Affairs	Enrolled	07/07/2015			CON	Confirmed	
3	00000094351	Coordinator,Christine		ID-SER:Southeast Idaho Wildlife Refuge Complex	Session Waitlist	07/07/2015			WTS	Sessn Wait	
4	00000094555	Dawg,Olde		NM-CAF:Carson National Forest	Dropped	07/07/2015			CON	Confirmed	

Instructions – Rapid Session Administration

1. Navigate to **Training Administration > Student Enrollment > Rapid Session Administration**.
2. Enter the **Course Code** and select the desired session. The Rapid Enrollment page should appear with the information for that course.
3. Type in or look up the first responder's **EmplID**.
4. **Attendance Status** will default to **Enrolled**. Change this if necessary.
5. Using the **+** button will allow you to add more students to the session. Repeat this step if entering multiple students.
6. Once all students are enrolled, click on the yellow **Prerequisite Checking** button. IQCS will check and verify that each student meets the requirements.
   - If the student meets the prerequisites, the Prerequisites Met box will be checked.
   - If there are no course or competency prerequisites for the course, you will see a dialog box confirming that there are no prerequisites for the course.
7. Select **OK** and this will return you to Rapid Enrollment.
8. Select **Save**.

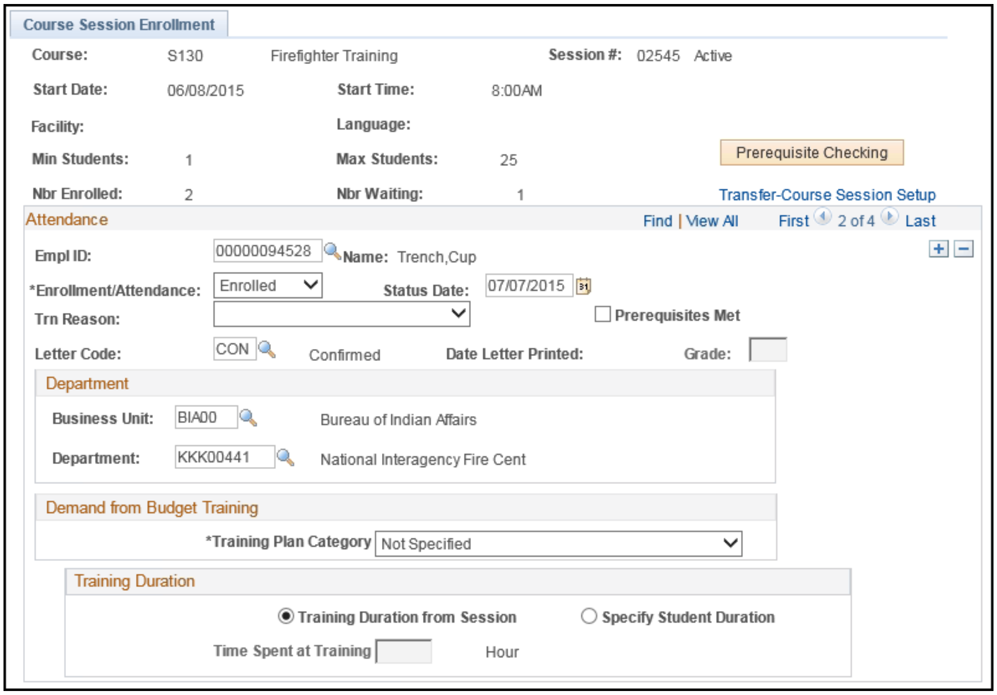
You will receive a warning if you enroll a student who has already taken the course. This does not prevent you from enrolling the student. IQCS will also warn you if a student is already enrolled in another session for the same dates.

Keep in mind that changing the attendance status on the Rapid Enrollment page to Completed will not credit the responder's record with the course competency. You have to complete the session in order for the competency to be awarded.

You can use the blue Transfer-Course Session Setup link to transfer to the Course Session page where you initially set up the course session.

Course Session Enrollment

An alternate method for enrolling students is the Course Session Enrollment, which provides more details about each student. However, this method should be used sparingly as it is difficult to see everyone who is enrolled in one view.



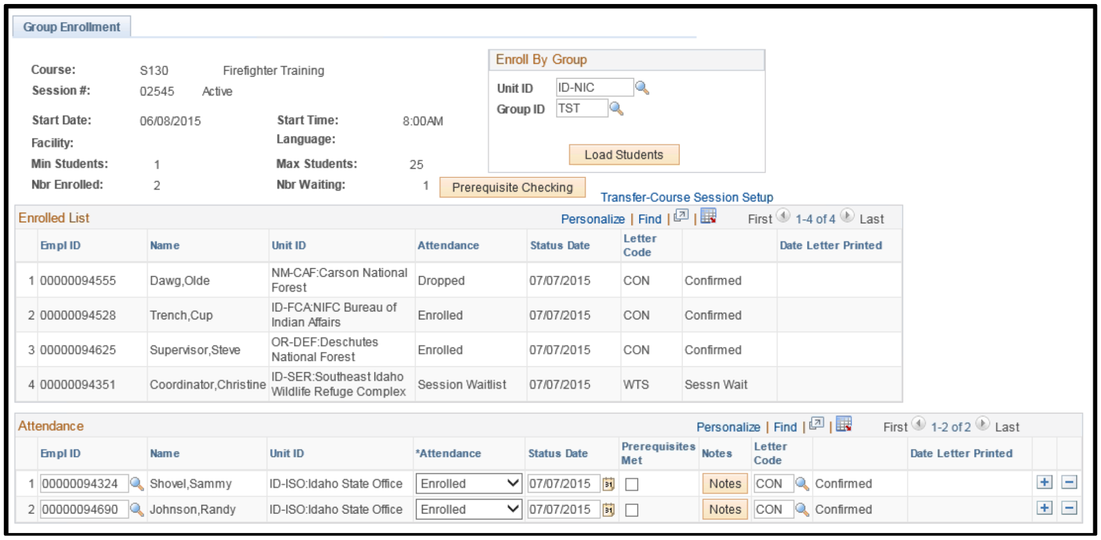
Instructions – Course Session Enrollment

1. Navigate to **Training Administration > Student Enrollment > Course Session Enrollment**.
2. Enter the **Course Code** and select the desired session.
3. Type in or look up the first responder's **EmplID**.
4. The **Enrollment/Attendance** field will default to **Enrolled,** and the **Letter Code** will display **CON** for "Confirmed."
5. The **Status Date** is automatically populated with today's date.
6. Select the **Trn Reason** dropdown menu and select the appropriate training reason.
7. Select the yellow **Prerequisite Checking** button. If the student meets the prerequisites, the Prerequisites Met box will be checked and a yellow **Notes** button will appear. The **Notes** button will display a message explaining whether or not the prerequisite courses and competencies have been met for this responder.
8. Select the **OK** button and the system will return you to Course Session Enrollment.
9. Use the **+** button to add more students to the session.
10. Select **Save** once you are finished enrolling students.

You can use the blue **Transfer-Course Session Setup** link to transfer to the Course Session page where you initially set up the course session.

GROUP ENROLLMENT

Allows user to define a Group and enroll them all at once into a session. See the Responder Administration Module for instructions on creating a group.



INSTRUCTIONS – GROUP ENROLLMENT

1. Navigate to **Training Administration > Student Enrollment > Group Enrollment.**
2. Search for and select the desired course session.
3. The Group Enrollment page will load.
4. Search for and select the **Unit ID** you will work with.
5. Search for and select the **Group ID** of an existing group.
6. Select **Load Students**.
7. Students assigned to the group will be enrolled into the course.
8. Enrollment/Attendance will default to **Enrolled** and the letter code will automatically fill in **CON** for "Confirmed."
9. Status Date is automatically populated with today's date.
10. Select the yellow **Prerequisite Checking** button.
    - If the student meets the prerequisites, the Prerequisites Met box will be checked.
    - If there are no course or competency prerequisites for the course, you will see a dialog box confirming that there are no prerequisites for the course.
11. Select the **Save** button.

You can use the blue Transfer-Course Session Setup link to transfer to the Course Session page where you initially set up the course session.

Reschedule Students Between Sessions

This allows you to move a responder's enrollment from one active course session to another active session of the same course. This page will list all the students for all sessions of the course you have identified.

Course: S130 Firefighter Training

Attendance — Personalize | Find | View 100 | First 1-10 of 109 Last

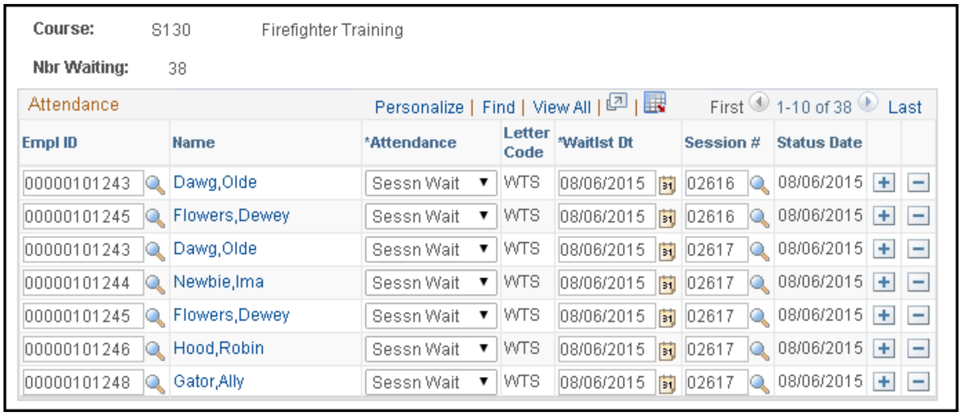
Current Session #	Current Status		New Session #	New Status	Status Date	ID	Student Name	Letter
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101243	Dawg,Olde	WTS
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101244	Newbie,Ima	WTS
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101245	Flowers,Dewey	WTS
02617	Sessn Wait	03/07/2016		Sessn Wai	08/06/2015	00000101248	Gator,Ally	WTS
02616	Enrolled	09/07/2015		Enrolled	08/06/2015	00000101246	Hood,Robin	CON

Instructions – Reschedule Students Between Sessions

1. Navigate to **Training Administration > Student Enrollment > Reschedule Between Sessions**.
2. Look up and select the **Course Code**.
3. <u>All of the students for all sessions will be listed</u>. You may want to use the find function to locate the student you are looking for.
   - Select the **Find** link in the blue bar, and then type in the last name of the desired student.
4. Change the Session number attached to that student to the new session you want to enroll that student in. This may be a wait-listed responder, but at this time you can change the student's attendance status to Enrolled or another status.
5. Select the **Save** button.

CREATE/UPDATE COURSE WAIT LIST

The Create/Update Course Wait List page allows the user to create and manage course and course session waiting lists. This will list all students with a wait list status for an identified course. You may also manage attendance on this screen by enrolling wait-listed students into a course session and adding/removing students from/to a course or course session waiting list.



Course: S130 Firefighter Training

Nbr Waiting: 38

Attendance Personalize | Find | View All | First 1-10 of 38 Last

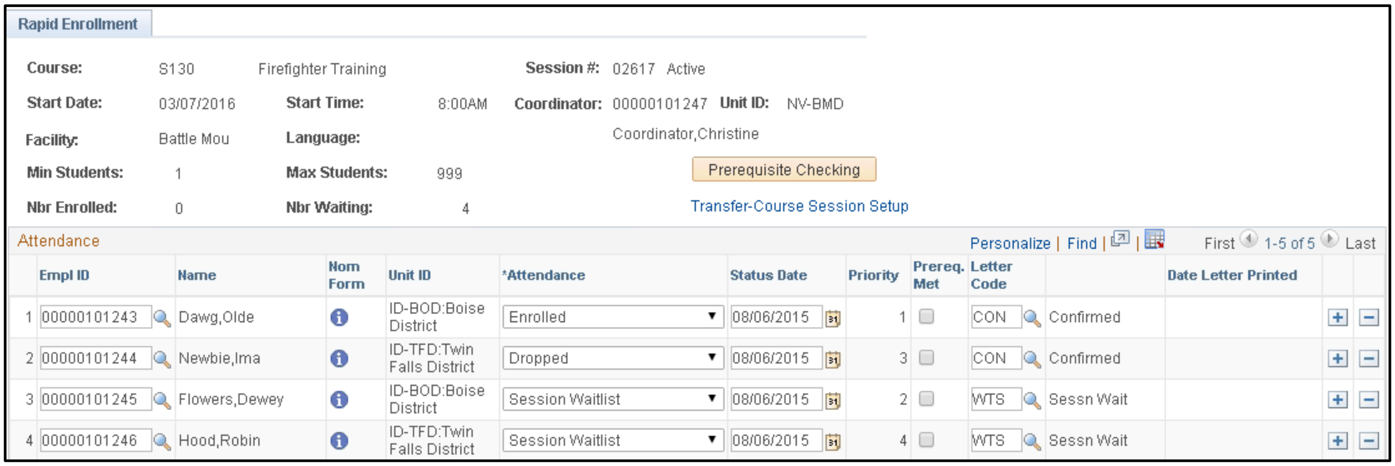
Empl ID	Name	*Attendance	Letter Code	*Waitlst Dt	Session #	Status Date
00000101243	Dawg,Olde	Sessn Wait	WTS	08/06/2015	02616	08/06/2015
00000101245	Flowers,Dewey	Sessn Wait	WTS	08/06/2015	02616	08/06/2015
00000101243	Dawg,Olde	Sessn Wait	WTS	08/06/2015	02617	08/06/2015
00000101244	Newbie,Ima	Sessn Wait	WTS	08/06/2015	02617	08/06/2015
00000101245	Flowers,Dewey	Sessn Wait	WTS	08/06/2015	02617	08/06/2015
00000101246	Hood,Robin	Sessn Wait	WTS	08/06/2015	02617	08/06/2015
00000101248	Gator,Ally	Sessn Wait	WTS	08/06/2015	02617	08/06/2015

INSTRUCTIONS – CREATE/UPDATE COURSE WAIT LIST

1. Navigate to **Training Administration > Student Enrollment > Create/Update Course Wait List**.
2. Look up and select a **Course Code**.
3. If there are students identified as wait-listed for a course and/or course session, they will be displayed. Students listed as session waitlisted at this location will also be displayed on the session roster.
4. To add a student to a course waiting list, select the**+** button at the end of a row.
5. Search for and select, or enter the EmplID of, the student you wish to add. Upon entering the **EmplID**, the name field will be populated. Student names are hyperlinked to course or course session information.
6. The **Attendance** field will auto populate for course waiting list but can be changed to identify session waiting list.
7. The **Waitlist Dt** field will auto populate with current date, but you can edit it.
8. The **Session #** field can be left blank or you can use the Look Up feature to select an active course session to wait-list the student in.
9. The **Status Date** field identifies the date that the student attendance data was entered and/or edited.
10. Select the **Save** button.

UPDATING ATTENDANCE

You can update a responder's training attendance at multiple locations within IQCS depending on your security access. Follow the directions below to use Rapid Session Administration to maintain a session roster.


Rapid Enrollment

Course: S130 Firefighter Training Session #: 02617 Active
Start Date: 03/07/2016 Start Time: 8:00AM Coordinator: 00000101247 Unit ID: NV-BMD
Facility: Battle Mou Language: Coordinator,Christine
Min Students: 1 Max Students: 999 Prerequisite Checking
Nbr Enrolled: 0 Nbr Waiting: 4 Transfer-Course Session Setup

Attendance — Personalize | Find | First 1-5 of 5 Last

	Empl ID	Name	Nom Form	Unit ID	*Attendance	Status Date	Priority	Prereq. Met	Letter Code		Date Letter Printed
1	00000101243	Dawg,Olde		ID-BOD:Boise District	Enrolled	08/06/2015	1		CON	Confirmed	
2	00000101244	Newbie,Ima		ID-TFD:Twin Falls District	Dropped	08/06/2015	3		CON	Confirmed	
3	00000101245	Flowers,Dewey		ID-BOD:Boise District	Session Waitlist	08/06/2015	2		WTS	Sessn Wait	
4	00000101246	Hood,Robin		ID-TFD:Twin Falls District	Session Waitlist	08/06/2015	4		WTS	Sessn Wait	

INSTRUCTIONS – UPDATING SESSION ATTENDANCE

1. Navigate to **Training Administration > Student Enrollment > Rapid Session Administration.**
2. Search and select the correct course session.
3. Change the **Attendance** field as needed. This information will be written to the responder's training record. The only one that will change upon the session status being updated from active to complete is the enrolled status, which will change to completed.
   - **Enrolled** indicates responder was enrolled and attended the course session. **Incomplete** indicates responder attended but did not complete the entire session or complete training requirements.
   - **No Show** indicates responder was enrolled but did not show up for the session.
   - **Dropped** indicated the student was not able to attend or withdrew from session.
   - **Session Waitlist** indicates responder was waitlisted and not able to get into the session.
   - **Complete**. **Do not change the responder's status to Complete**.
     - Changing the attendance status to Completed will not credit the responder's record with the course competency. **You have to complete the session** in order for the competency to be awarded.
   - **Cancelled**. **Do not change the responder's status to Cancelled**.
     - The status of cancelled is used when the entire course session has been cancelled, not for a specific student.
4. Select the **Save** button.

UPDATING A COURSE SESSION

There are times when the course session will have to be updated to new course date/time, location, course coordinator, instructors, etc. Updating this information is easily done but can only be accomplished by individuals with security access to the session. These individuals are the: session creator, course coordinator, and those identified under authorized session access.

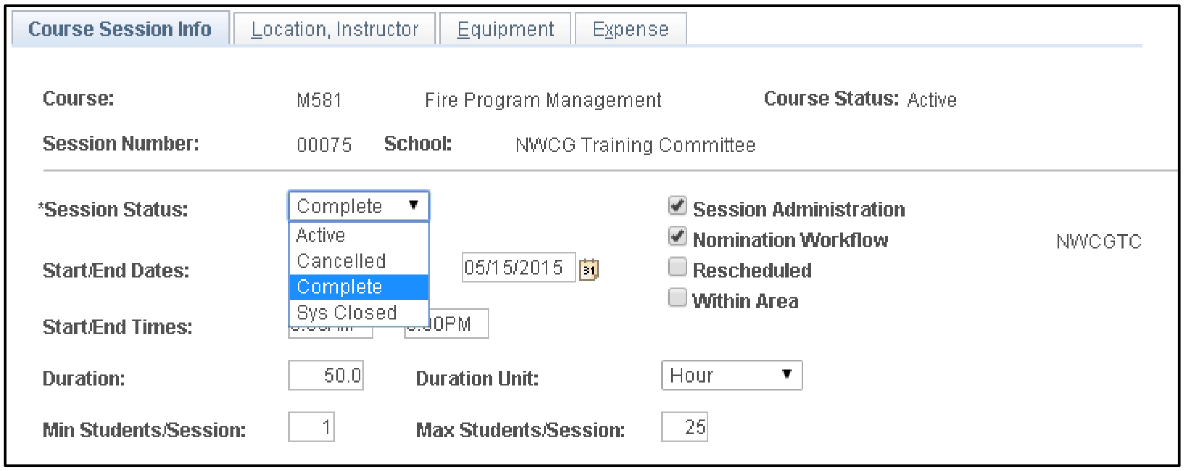
INSTRUCTIONS – UPDATING A COURSE SESSION

To update information on an already existing course session, follow the process below.

1. Navigate to **Training Administration** > **Define Course Sessions** > **Course Sessions**.
2. Search and select the correct course session.
3. Make changes to the appropriate field(s). The following highlights important information when changing specific fields.
    - **Session Status**
        - **Active**. Course session is active can be managed by users with access.
        - **Cancelled**. Course session has been cancelled. Result of session created incorrectly or course session was cancelled for other reasons.
        - **Completed**. Course session has been completed. Competencies will be awarded.
        - **System Closed**. **Do not change the status to System Closed**. Course sessions that have been active for greater than 1 year and not closed out by course coordinator will be System Closed by the application automatically.
    - **Start Date** and an **End Date**
        - If you change the date or time of the session after your initial save, you will have to change the date and time on both the Session Information tab and on the Location/Instructor tab. If you do not change the date and time in both places you will get a Cut Session error message.
    - **Start Time** and **End Time**
        - If you change the date or time of the session after your initial save, you will have to change the date and time on both the Session Information tab and on the Location/Instructor tab. If you do not change the date and time in both places you will get a Cut Session error message.
    - **Rescheduled** box if you are changing session information.
        - Check the Rescheduled box only if you change session information, such as dates or times, so you know you have made changes to the original information. When you select this check box and save the page, the system changes the letter code in the student training record to *RSC* (reschedule).
    - **Authorized Session Access**
        - IQCS applies security to session management. Only those individuals with designated access will be able to make changes to session data, including enrollment, dates, and session completion. These individuals are: session creator, course coordinator, and those identified under authorized session access.
4. **Save** button.

COMPLETING A COURSE SESSION

Before completing the course session, you must ensure that the session roster is correct. Competencies will be rewarded to those students who successfully completed the course and information will be added to the responder's training record.



INSTRUCTIONS – COMPLETING A COURSE SESSION

To complete an existing course session, follow the process below.

1. Navigate to **Training Administration** > **Define Course Sessions** > **Course Sessions**.
2. Once you are sure that the student roster and enrolment is correct, change the **Session Status** to **Complete**. This will complete the session and award the competency for each student who attended the course session.
3. Select the **Save** button.

You can view the responder's record to verify the course completion information has been posted. Upon completion of the course session, Course Session Costs can be updated.

Remember that the update to the responder's training record and the awarding of the competency is an automatic process when a session completed. **If the session roster is not correct and an incorrect competency is awarded to a responder, simply reactivating the session and changing the status will not fix the responder's record.** To correct the record, you will need to advise the responder's home unit training officer and/or submit a help desk ticket to remove the incorrect competency. Competencies are what the application used to determine if a responder is qualification in a position; an incorrectly awarded competency could incorrectly qualify a responder.

Awarding Credit for Attending a Course

There are two ways to give a responder credit for having attended a course:

- **Session Administration**. Create a course session, enroll students, and complete the session as just covered.
- **Manually Crediting**. Adding the completed training to the responder's training record on the **Responder Training** page.

Remember, **do not create a course session if you did not host the course**. If a responder in your unit completed a course that has not been documented in IQCS, then add the completion of the course in the responder's training record.

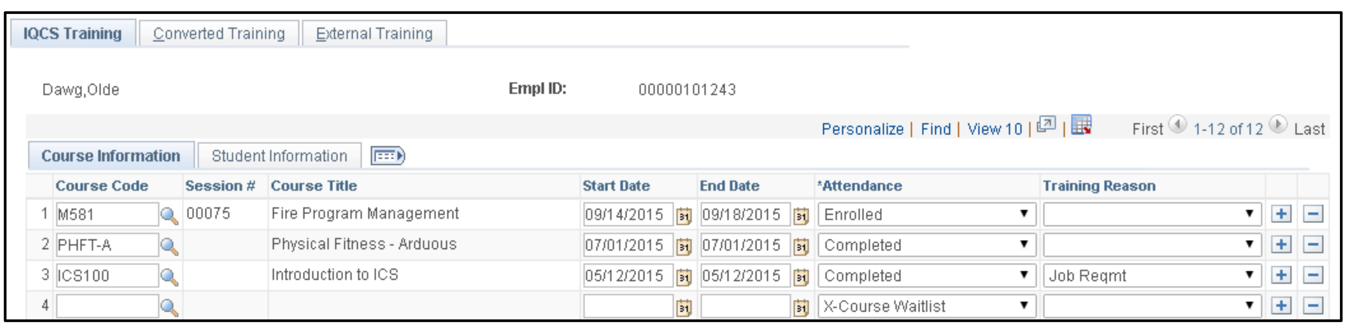
Manually Crediting Course Completion

If a course is not managed via course session in IQCS but a responder has documentation that they have completed a course that is applicable to a position qualification, then his or her training record will have to manually updated.

Remember that account managers will not have to manually update a responder's record for courses managed within IQCS via course session.

Most training will be added under the default IQCS Training tab.

- The **IQCS Training** tab is for recording training for courses that have been identified in the Course table. Training required for a qualification will be added under this tab and will award competencies if attendance status is 'Completed'. These records can be manually entered or system entered by Session Management.
- The **Converted Training** tab is for training which was migrated from the legacy systems.
- The **External Training** tab is used to record training that is not identified on the course table and will not award a competency.



IQCS Training | Converted Training | External Training

Dawg,Olde Empl ID: 00000101243

Personalize | Find | View 10 | First 1-12 of 12 Last

Course Information | Student Information

	Course Code	Session #	Course Title	Start Date	End Date	*Attendance	Training Reason
1	M581	00075	Fire Program Management	09/14/2015	09/18/2015	Enrolled	
2	PHFT-A		Physical Fitness - Arduous	07/01/2015	07/01/2015	Completed	
3	ICS100		Introduction to ICS	05/12/2015	05/12/2015	Completed	Job Reqmt
4						X-Course Waitlist	

INSTRUCTIONS - MANUALLY CREDITING COURSE COMPLETION

To update manually award training to a responder that was not managed by session administration in IQCS, follow the process below.

1. Navigate to **Qualification Management> Competency Management > Responder Training.**
2. Enter or use the Look Up feature to identify the correct responder.
3. Once you have selected a responder, the training page will appear with the responder's data and their attendance (Enrolled, Completed, Failed, etc.) record for each course.
4. Select the tab that you will be entering training information under.
   - Most training will be added under the default IQCS Training tab.
5. Select the **plus** (**+**) button to add a new row.
6. Enter or look up the C**ourse Code**; Session number will not be entered.
   - Required
7. Enter or select the start and end dates for the course.
   - Required
8. Change **Attendance** to **Completed** if you have a training certificate on file.
   - Required
9. **Training Reason.** Not a required field but is for tracking purposes only.
10. Select the **Save** button.

If the course has competencies associated with it, the responder's competency record will be automatically credited with the competencies.

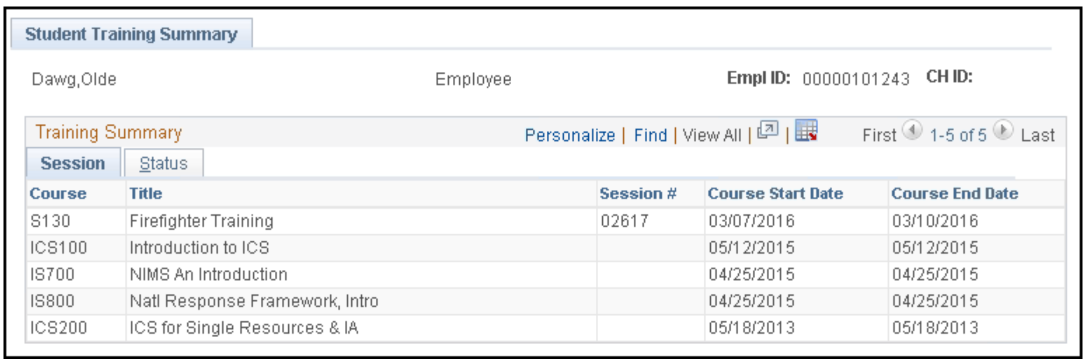
VIEW RESPONDER TRAINING RECORDS

You can confirm a responder's completed training by navigating to the Responder Training Summary or to the Responder Summary History pages.

INSTRUCTIONS - RESPONDER TRAINING SUMMARY

To view a responder's training history , follow the process below.

1. Navigate to **Training Administration** > **Student Enrollment** > **Responder Training Summary**.
2. Enter or look up the responder's record that you would like to review.
3. This screen will show a summary for all training for a responder. This is a read-only screen.



Student Training Summary

Dawg,Olde Employee **Empl ID:** 00000101243 **CH ID:**

Training Summary — Personalize | Find | View All | First 1-5 of 5 Last

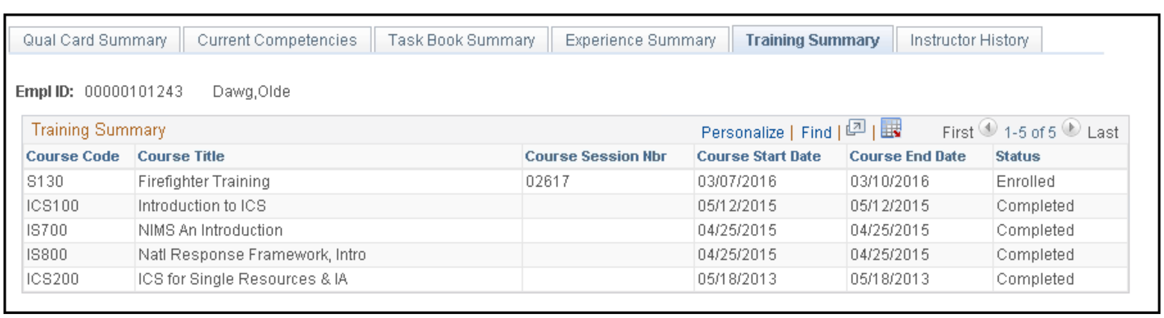
Session | Status

Course	Title	Session #	Course Start Date	Course End Date
S130	Firefighter Training	02617	03/07/2016	03/10/2016
ICS100	Introduction to ICS		05/12/2015	05/12/2015
IS700	NIMS An Introduction		04/25/2015	04/25/2015
IS800	Natl Response Framework, Intro		04/25/2015	04/25/2015
ICS200	ICS for Single Resources & IA		05/18/2013	05/18/2013

INSTRUCTIONS - RESPONDER SUMMARY HISTORY

To view a responder's training history, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Responder Summary History**.
2. Enter or look up the responder's record that you would like to review.
3. This screen will show the summary history for a responder. This is an information only screen. Select the Training Summary tab to view a responder's training summary history.



Qual Card Summary | Current Competencies | Task Book Summary | Experience Summary | Training Summary | Instructor History

Empl ID: 00000101243 Dawg,Olde

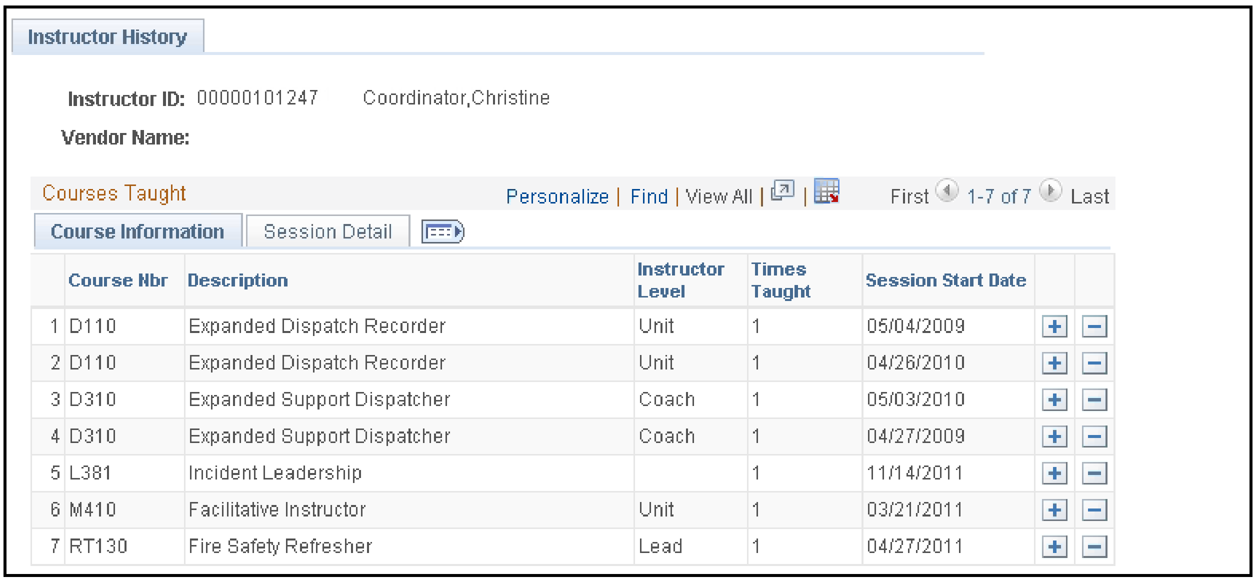
Training Summary — Personalize | Find | First 1-5 of 5 Last

Course Code	Course Title	Course Session Nbr	Course Start Date	Course End Date	Status
S130	Firefighter Training	02617	03/07/2016	03/10/2016	Enrolled
ICS100	Introduction to ICS		05/12/2015	05/12/2015	Completed
IS700	NIMS An Introduction		04/25/2015	04/25/2015	Completed
IS800	Natl Response Framework, Intro		04/25/2015	04/25/2015	Completed
ICS200	ICS for Single Resources & IA		05/18/2013	05/18/2013	Completed

INSTRUCTOR TABLES

In order to select the correct instructor while setting up a course session, the instructor will have to be present on the Instructor Table. Entering instructors in the Instructor Table and then identifying them at the session allows users to:

- Manage information about internal and external instructors.
- Track instructor history.
- Find instructors for specific courses.
- Track instructor costs and areas of expertise.
- Compare instructor requirements for a course against an instructor's competency profile.



Instructor History

Instructor ID: 00000101247 Coordinator,Christine

Vendor Name:

Courses Taught — Personalize | Find | View All | First 1-7 of 7 Last

Course Information | Session Detail

	Course Nbr	Description	Instructor Level	Times Taught	Session Start Date
1	D110	Expanded Dispatch Recorder	Unit	1	05/04/2009
2	D110	Expanded Dispatch Recorder	Unit	1	04/26/2010
3	D310	Expanded Support Dispatcher	Coach	1	05/03/2010
4	D310	Expanded Support Dispatcher	Coach	1	04/27/2009
5	L381	Incident Leadership		1	11/14/2011
6	M410	Facilitative Instructor	Unit	1	03/21/2011
7	RT130	Fire Safety Refresher	Lead	1	04/27/2011

ADDING INSTRUCTORS TO THE INSTRUCTOR TABLE

Entering your instructors in the instructor table and then identifying them at the session allows users to:

- Enter information about internal and external instructors.
- Track instructor history.
- Find instructors for specific courses.
- Track instructor costs and areas of expertise.
- Compare instructor requirements for a course against an instructor's competency profile.

INSTRUCTIONS - ADDING INSTRUCTORS TO THE INSTRUCTOR TABLE

To add a responder to the instructor table and identify the courses eligible to instruct, follow the process below.

1. Navigate to **Training Administration > Define Training Details > Instructors**.
2. Select the **Add a New Value Tab.**
3. Search for or enter the responder you wish to add to the Instructor Table.
4. The Instructor Profile page will appear. Select **Add**.
5. The **Internal/External** field will auto-fill with "Internal." This means the individual is an employee internal to the IQCS system.
6. The **Vendor ID**, **School Code**, and **School Name** fields are grayed out. These fields will only be accessed when the instructor is a non-employee that can be associated with school or vendor information.
7. Use the **Per Unit Cost** field when an instructor charges for instruction. This cost will be added to the course costs.
8. Fill out the **Area of Expertise** field.
9. Enter autobiographical information in the free-form **Description** box.
10. Select the blue **Contact Information** link. Phone and e-mail information will appear if the instructor's account manager has entered it.
11. Select the **Qualification** tab.
12. Enter the **Course Code** and hit the Tab key. The Competencies Match Analysis box will appear if all competencies have been met. You may add an instructor to the instructor table without matching the competencies.
13. Select the **Instructor Level** from the dropdown menu and select the appropriate level.
14. Select the **Save** button.

Course Instructor Histories

IQCS will track course sessions taught by an instructor in the instructor's individual record.

- **Course Instructor History**. View the instructors that have taught a specific course.
- **Instructor History**. View all the course sessions an instructor has taught and details concerning those course sessions.

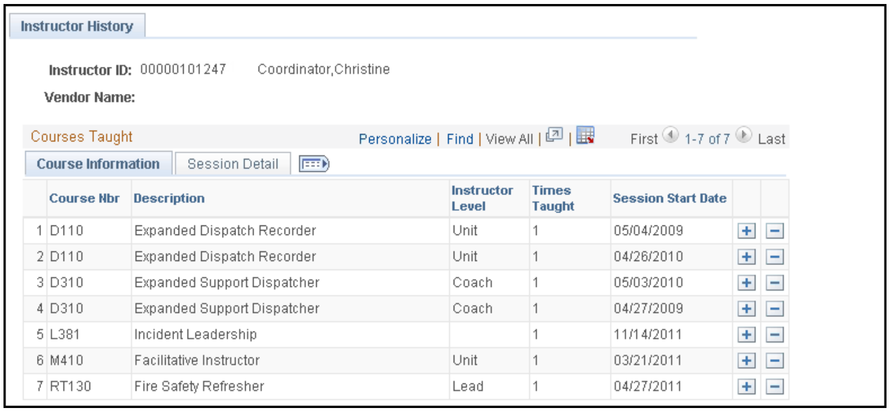
Instructions – Course Instructor History

Use the steps below to view the course instructor history. This view allows you access to all instructors who have taught a specific course.

1. Navigate to **Training Administration > Define Training Details > Course Instructor History.**
2. Enter or select the course code/title.
3. On the Course Information tab, you will view the summary of the instructor(s), which includes: EmplID, Name, Agency, Organization ID, State, Instruction Level, Vendor Name, and session/course start date.
4. On the Session Information tab, you can view the specifics of the different course sessions: Session Start Date, Course Session Number, Training Facility, and Course Coordinator.

VIEWING INSTRUCTOR HISTORY

Any course taught by an instructor identified on the Course Session Location, Instructor page will be added automatically to this Instructor History page when that session is marked as "Completed" and saved.


Instructor History

Instructor ID: 00000101247 Coordinator,Christine

Vendor Name:

Courses Taught — Personalize | Find | View All | First 1-7 of 7 Last

Course Information | Session Detail

	Course Nbr	Description	Instructor Level	Times Taught	Session Start Date
1	D110	Expanded Dispatch Recorder	Unit	1	05/04/2009
2	D110	Expanded Dispatch Recorder	Unit	1	04/26/2010
3	D310	Expanded Support Dispatcher	Coach	1	05/03/2010
4	D310	Expanded Support Dispatcher	Coach	1	04/27/2009
5	L381	Incident Leadership		1	11/14/2011
6	M410	Facilitative Instructor	Unit	1	03/21/2011
7	RT130	Fire Safety Refresher	Lead	1	04/27/2011

INSTRUCTIONS – VIEWING INSTRUCTOR HISTORY

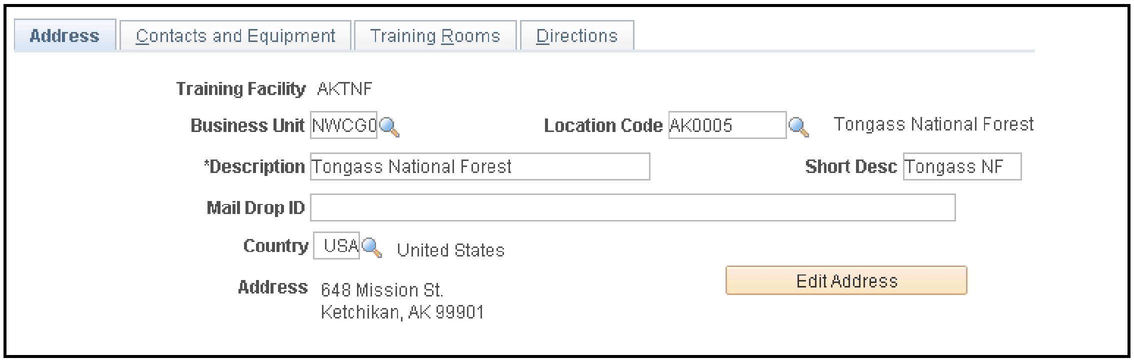
In order to add previously taught courses to an instructor's training history, follow the process below.

1. Navigate to **Training Administration > Define Training Details > Instructor History.**
2. Search for the instructor by **EmplID** or **name**.
3. Select the **+** button to add a new record. A new row appears that includes blank fields.
4. Enter the course code (without hyphens) in the **Course Nbr** field. The system will put the course title in the Description field and close the Course Nbr field to editing.
5. Select the Instructor Level from the dropdown list.
6. Select the default Times Taught of "1".
7. Enter the Session Start Date in the next field.
8. Select the **Session Detail** tab. Or select the **Expand** button to expand the two visible tabs into one single row.
9. Enter the rest of the relevant information. (Session # may not be applicable since the session may not have been administered through IQCS). Do not use a session number unless the instructor actually taught that specific session.
10. Once you have all the data entered correctly, select the **Save** button.

Once you enter field information and advance to the next field, you can no longer edit the previous field. If you made a mistake in a field and it is no longer editable, delete the row by selecting the minus button on the far right of the row and begin again.

MANAGING THE FACILITIES TABLE

There are over 300 facilities in the Facility Table. Do a search before adding a new one to ensure that you are not duplicating any data (narrow the search by selecting the state). Also, since there are so many facilities, it is recommended you keep track of the facility codes you create.



INSTRUCTIONS – MANAGING THE FACILITIES TABLE

To add or edit training facility information at the Facilities Table, follow the process below.

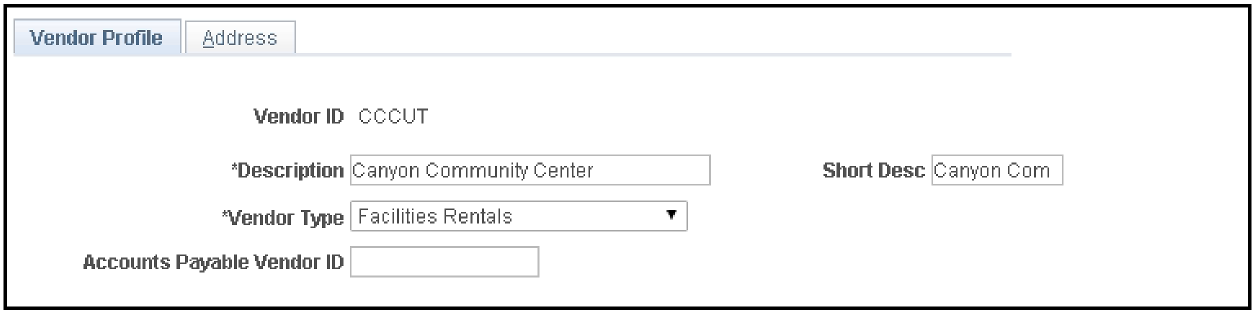
1. Navigate to **Training Administration > Define Training Details > Training Facilities**.
2. Select the **Add a New Value** tab.
3. Enter up to six characters to designate your training facility. This will become the Facility Code you use for searches. It is recommended that you follow the naming conventions of the facilities that are entered into IQCS. Examples of facility codes include "GBTR" for Great Basin Training Center or "NDSU" for North Dakota State University.
4. Select the yellow **ADD** button.
5. Select the business unit (usually, it is NWCG0).
6. Enter the **Facility Name** and a **Short Description** of no more than 10 characters.
7. The **Country** field defaults to **USA**.
8. Select the blue **Edit Address** link and enter the address of the training facility.
9. Select the **OK** button.
10. Select the **Contacts and Equipment** tab and enter the name of the contact person for that facility.
11. If a vendor operates the facility, enter the **Vendor ID** (the vendor will have to appear on the Vendor Table before entering it here).
12. Select **Phone Type** from the dropdown menu and enter the phone number for the contact at that facility. You may add additional phone numbers by clicking on the **+** button.
13. Enter the equipment and materials available in each room under the **Equipment/Materials Available** header.
14. Select the **Training Rooms** tab.
15. If you wish to add specific rooms at your training facility, enter a room code of no more than six characters, then enter a room name for each.
16. Enter a building number and floor number where applicable.

17. If you track costs for using a training room, enter the data in the **Per Unit Cost** and **Cost Unit** fields.
18. Enter the **Maximum Number of Students** for that room.
19. The **Room Active** checkbox is automatically checked. In order to select this room at the course session screen, this box must be checked.
20. Select the **+** button to add a row in the Training Rooms box to add more rooms.
21. Under the **Fixed Equipment/Materials** section, look up and select the **Equipment Code** to list equipment available in that room. Enter additional equipment by selecting the **+** button.
22. Go to the **Directions** tab and enter directions to find the training facility in the free-form field. If the directions are already provided in another document, you can copy and paste.
23. Select the **Save** button.

The equipment/materials codes are in the Equipment Table. The information entered thus far includes course materials that are available through the Great Basin Cache and the Publications Management system. If you charge for the use of materials, you may enter this information here in the Facility Table. You can track the actual costs of training using the Training Administration capabilities in IQCS. This information could also be useful if a vendor operates the facility and you want a list of the available training assets.

Managing the Vendor Table

You may contract/rent facilities from known sources or vendors on a regular basis to conduct training course sessions. Or there may be vendors with whom you contract to administer course sessions. You can enter information about these vendors into the Vendor Table. Then you can associate external instructors with these vendors.



Instructions – Managing the Vendor Table

To add or edit vendor information, follow the process below.

1. Navigate to **Training Administration > Define Training Details > Vendors.**
2. Select the **Add a New Value** tab.
3. Enter a **Vendor ID** of six characters or fewer.
4. Select the yellow **Add** button.
5. Enter a **Vendor Description** of 30 characters or fewer, and then enter a **Short Description** of 10 characters or fewer.
6. Select a **Vendor Type**.
7. Select the **Address** tab.
8. Enter the **Per Unit Cost** and select the **Cost Unit**.
9. Select the blue **Edit Address** link and enter the address of the vendor.
10. Select the **OK** button.
11. Enter comments about the vendor if you wish.
12. Once you have all the data entered correctly, select the **Save** button.
13. Navigate to **Training Administration > Define Training Details > Vendor Contacts**.
14. Accept the **Contact #** sequentially (1, 2, 3, etc.).
15. Enter the name of the contact, that person's title, and contact type.
16. Select the **Phone Type** from the dropdown menu and enter the phone number.
17. Select the **Save** button.

Remember, any information you add or edit for a vendor changes the data in the system for everyone. Use good judgment when adding/editing vendor information.

TRAINING ADMINISTRATION RELATED REPORTS

The following reports may assist a user in the management of training in IQCS. For a full list of reports available in IQCS and directions on how to run reports, or specifics on a report, please refer to the Reports Module.

Reports > Training > Admin	**Report Number**
Training Count	C106
Training Schedule	C110
Course Awarded Comps	C118
Course Equivalents	C119
Nbr Courses Offered	C140
Reports > Training > Instructors	**Report Number**
Qualified Instructors	C144
Instructor Biography	C230
Reports > Training > Course Sessions	**Report Number**
Training Roster	C126
Course Sign-In Sheet	C200
Name Tags and/or Name Tents	C210 - C212
Cert of Completion	C231
Session Roster to Excel	C251
Reports > Training > Responders	**Report Number**
License and Certificate	C11
Responder Fitness Expire	C26
Expiring Recurrent Training	C48
Courses Taken/Not Taken	C170
Training Needs Assessment	C401
Reports > Positions	**Report Number**
Position Qualification Criteria	C94